

Step 2

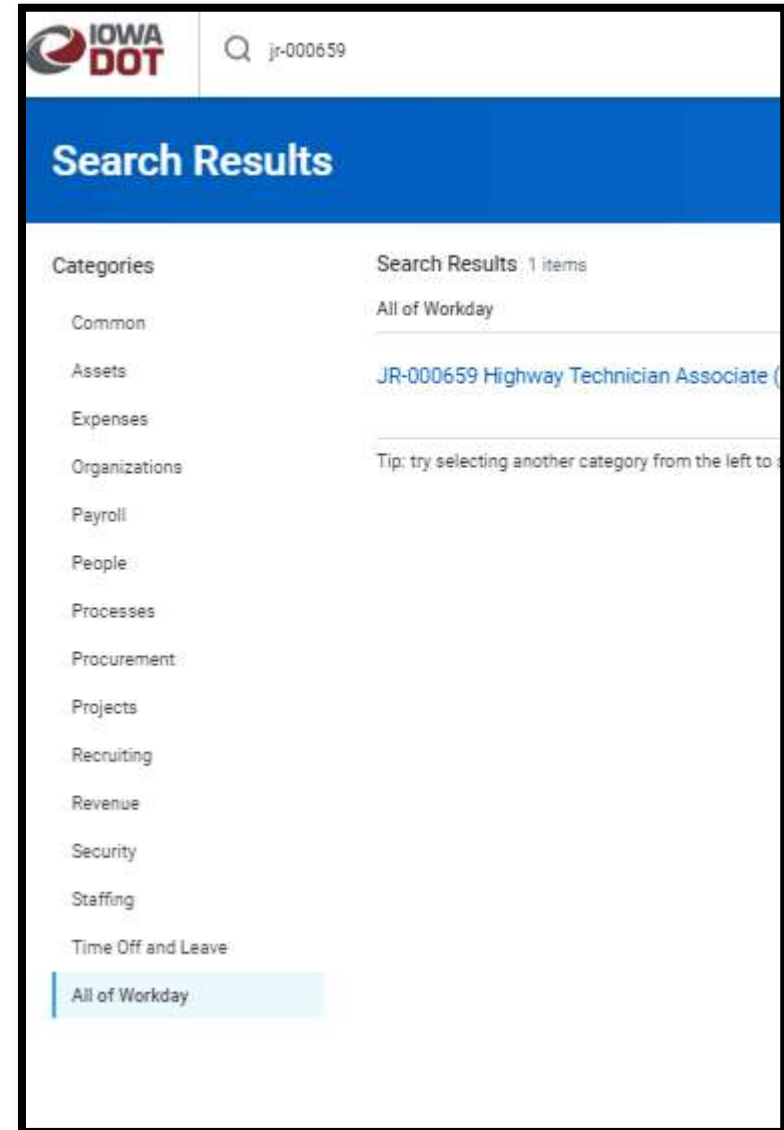
Hiring: Change Job

Manager

PROMOTION, DEMOTION, TRANSFER

EDIT JOB REQUISITION - INITIATE HDJ PROCESS

1. When you are ready to initiate the HDJ process, you can find your requisition three ways. From the **Search Bar**:
 - a. Type the **Requisition Number (i.e., JR-000659)** that is tied to the position. You may need to click **All of Workday** to have the job requisition show up when searching.
 - b. Type **View All Positions RPT802**, select report, fill in **Position Status**, and then find position.
 - c. Type **My Open Job Requisitions**, click **OK**, and then find position.



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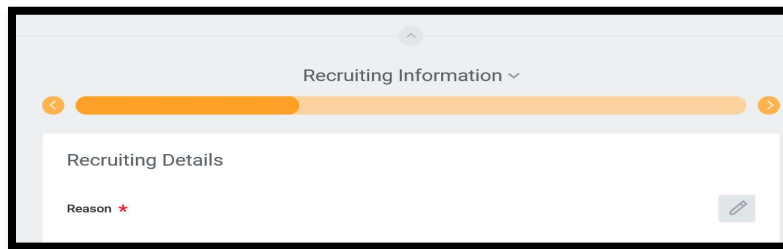
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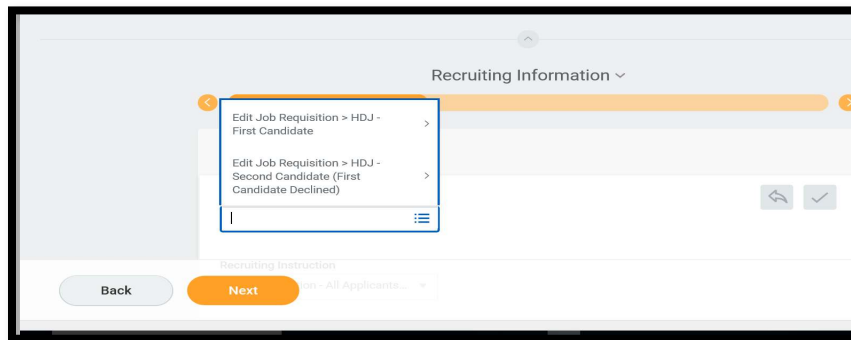
2. After you find the job requisition, click the **Related Actions** button for the **Position** and then click **Job Change > Edit Job Requisition**.



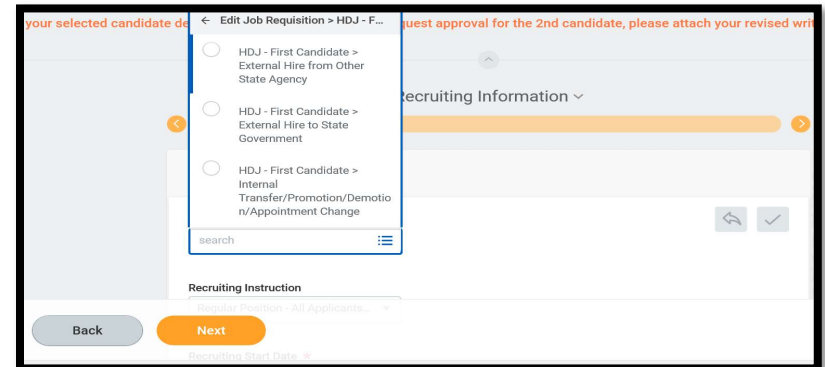
3. On **Recruiting Information** screen, click  to edit **Reason**.



4. Click on  in the **Reason** field, then select the type of candidate from the list below.



5. Select **Internal Transfer/Promotion/Demotion or Appointment Change** from the list below.



6. Leave the **Recruiting Start Date** as is and **Target Hire Date** as is.
7. Click **Next** to the **Job** screen. Leave as is.
8. Click **Next** to go to **Organizations** screen. Leave as is.
9. Click **Next** to go to **Attachments** screen.
10. Click **Add**, then **Attach** to add a zip file containing all Attachments listed below. Please name each document in the zip file accordingly.



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Note: Follow the steps below to create a zip file:

1. Right click on desktop > click **New** > click **Folder**.
2. Label folder to reflect the vacant position.
3. Place all required documentation in folder.
4. Right click on the folder and choose "send to"
5. Choose "compressed zip folder"
6. Upload into Workday.

11. Review and verify all information on the consolidated summary page is correct.



Note: If you want you can print this summary by clicking in the upper right corner on the print icon.

12. In **Comments** section of the summary page, add the name of the top candidate.
13. Click Submit.
14. The HDJ will be routed for approval up through the appropriate levels and the EEO/AA Partner in OES before being routed back to you.
15. After all approvals are applied on the HDJ – Click **To Do: Make Offer**.
16. Follow the instructions and click **Submit** once complete.



Note: If the first internal candidate declines and your second candidate is also internal, then go back to step 1 and choose second candidate. Once you get to Step 19 then type employee name in the search bar, go to their profile page, select actions, job change and then transfer, promote, or change job.

17. Click **To Do: Acknowledge Acceptance of Offer**.
18. Follow the instructions and click **Submit** once complete.

19. Make sure to code all applicants in NeoGov after offer has been accepted.
20. Click **To Do: Begin Change Job (Transfer)** for internal employee.
21. Click on **Request Transfer** from Begin Change Job (Transfer) for internal employee inbox item and then type the employee's name in the Worker Field and click **OK**.



Note: If the employee is under you, then you will need to go the search for the employee name in the search bar, go to their profile page, select actions, job change and then transfer, promote, or change job. If you need to do it this way, then please find Step 35.

22. Answer the questions in the **Request Transfer** (screenshot on next page).



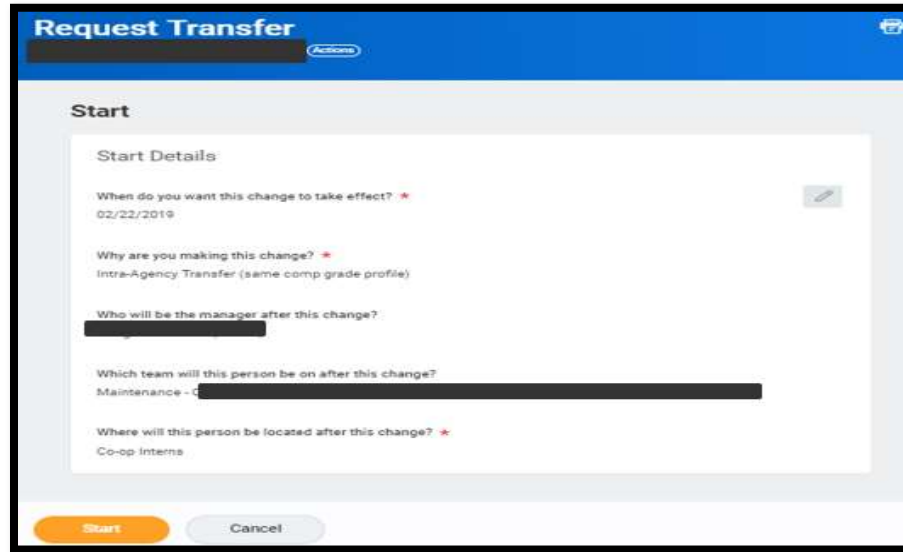
Note: For Promotion or Demotion update: When do you want this change to take effect? Enter the first day of a pay period. Why are you making this change? and update to the appropriate type. Where will this person be located after this change? Enter the correct location. (Do not rely on Defaults)

Note: For Transfer: **When do you want this change to take effect?** Enter the first day of a pay period. **Where will this person be located after this change?** Enter the correct location. (Do not rely on Defaults)

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- 23. Once those changes have been made, then click **Start**.
- 24. Review the information on the Change Job Screen. Then click **Submit**.
- 25. Click **To Do Review: Current Manager**.
- 26. Review the information on the screen, then click **Approve**.
- 27. Click on **To Do Review: Receiving Manager**.
- 28. Go to the **Job section > Position > [Menu Icon]** to find the position you are hiring for.



- 29. Scroll down to Attachments and click **Add**, then **Attach** to attach the offer letter. Select **Employee Changes** for the Document Category. Manager or OESS needs to add the following in the comment section: HDJ Approval Date (EEO/AA Partner Approval date), NeoGov #, JR #.



Note: Make sure the offer letter is a PDF.



- 30. Then scroll down to Compensation and find the **Hourly or Salary** section depending on the job profile and adjust the compensation based upon offer letter amount.



Note: For Transfer – you will skip step 29 for compensation as their comp will stay the same.

- 31. Click **Approve**.



Note: If the employee is going from a non-safety sensitive position to a safety sensitive position, then the manager will get **To Do: Schedule Drug Test for Employee Changing into Drug Test Required Job**. Once you have scheduled the drug test, then the Designated Employer Representative Partner will receive a To Do.

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32. This will then go to the HR Partner, 2nd level HR Partner, DAS, and Previous Manager.
33. Manager will receive a **To Do: Setup Driving Test** (if applicable) and **To Do: Other Onboarding Procedures**.
34. Once IT Admin approves it, then it will be successfully approved. If you have any questions, then please reach out to your HR Partner in OES.
35. Answer the questions in the **Change Job** Screen.



Note: For Promotion or Demotion update: When do you want this change to take effect? Enter the first day of a pay period. Why are you making this change? and update to the appropriate type. Where will this person be located after this change? Enter the correct location. (Do not rely on Defaults)

Note: For Transfer: **When do you want this change to take effect?** Enter the first day of a pay period. **Where will this person be located after this change?** Enter the correct location. (Do not rely on Defaults.)

36. Once those changes have been made, then click **Next**.
37. Go to the Job section > Position >  > find the position you are hiring for. Then click **Next**.

38. Review **Location** and change if needed. Then click **Next**.
39. Click **Next** on Details screen. Leave as is.
40. On Attachments and click **Add**, then **Attach** to attach the offer letter. Select **Employee Changes** for the Document Category. Manager or OESS needs to add the following in the comment section: HDJ Approval Date (EEO/AA Partner Approval date), NeoGov #, JR#. Then click **Next**.

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Note: Make sure the offer letter is a PDF.

41. On Compensation, scroll down to find the **Hourly** or **Salary** section depending on the job profile and adjust the **Amount** based upon offer letter amount. Then click **Next**.



Note: For Transfer – you will skip step 41 for compensation as their comp will stay the same.

42. Review the information on the screen and click **Submit**.



Note: If the employee is going from a non-safety sensitive position to a safety sensitive position, then the manager will get **To Do: Schedule Drug Test for Employee Changing into Drug Test Required Job**. Once you have scheduled the drug test, then the Designated Employer Representative Partner will receive a To Do.

43. Then it goes to HR Partner, 2nd level HR Partner, and DAS before back to manager.
44. Manager get **Set up Drive test** – if applicable.

45. Then Manager will get an inbox item – **Other Onboarding Procedures**.

46. You have officially transferred a new employee!

Note: If you have any questions, then please reach out to your HR Partner in OES.